



**Title of Job:** Reception, Welfare and Administrative Assistant  
Term time only - 8.30am to 4pm

**Grade:** Scale 3

**Department:** Education

**Section:** Nelson Primary School

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### **JOB SPECIFICATION**

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**PERSON REPORTS TO:** Facilities and administration manager

**PERSON SUPERVISES:** None.

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### **PURPOSE OF JOB:**

To provide welfare and administrative support within the school.

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### **EQUAL OPPORTUNITIES:**

New Vision Trust has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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### **DUTIES AND RESPONSIBILITIES:**

1. To provide a hospitable and welcoming 'front line' service to all visitors to the school and to deal with specific and general enquiries from staff, parents, governors, Trust etc. This includes escorting to the room, name badges, offering refreshments, and ensuring they are welcomed, looked after and safe to work / visit the school.
2. To receive telephone enquiries, calls in person from parents and the public, giving relevant information when appropriate.
3. To manage the welfare of pupils including cleaning up after accidents including toilet accidents.

4. To carry out first aid where required
5. To manage the day to day care plans, asthma inhalers etc
6. To ensure hospitality for events is set up and of a high standard for all guests and occasionally required to work evenings, weekends for the benefit of the school.
7. To support the attendance officer in day to day management of registers and first day absence phone calls
8. To be responsible for receiving deliveries to the school, and to manage, order and distribute school supplies and stock
9. To use Information Technology, including Google Sheets, Microsoft Word, Excel, internet, databases, e-mail storing, retrieving and presenting information in appropriate formats and give administrative support to the office team.
10. Gathering assessment data, populating spreadsheets, inputting, exporting and uploading data onto Bromcom database and other portals such as librasoft and Ruth Miskin as required.
11. To operate electronic communication with parents including annual reports
12. To liaise with the kitchen staff and sign off weekly dinner numbers as well as manage any packed lunches required for educational visits etc.
13. Photocopying and laminating as necessary
14. To design and produce posters, tickets and programmes for school performances.
15. To be tactful and have respect for the need for confidentiality to all concerned including members of staff and the parents
16. To be flexible to the needs of the school as determined by the Head Teacher.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time

This job description may be amended at any time after discussion with you, and will be reviewed annually.